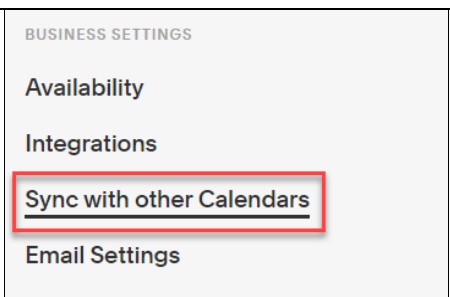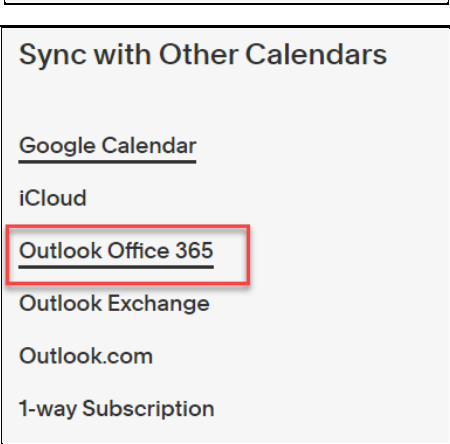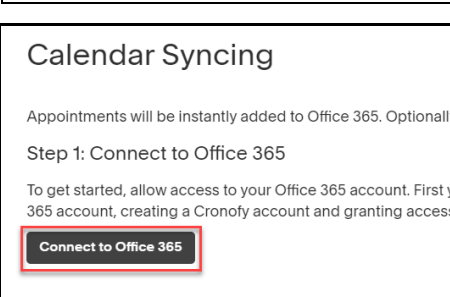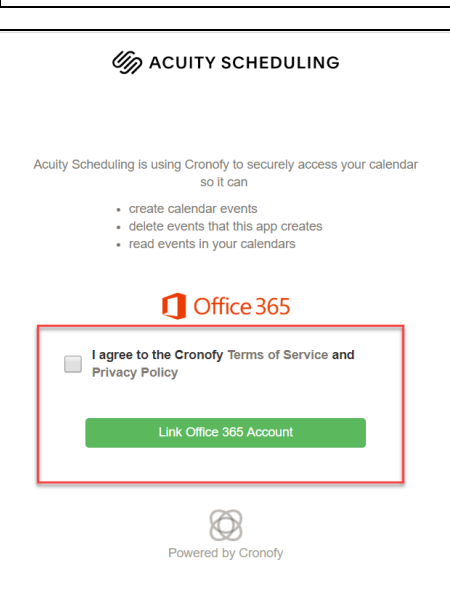| Instruction	Visual Guide
At the left side of your screen, scroll down until you see Sync with other Calendars and click on it.	BUSINESS SETTINGS Availability Integrations **Sync with other Calendars** Email Settings
On the *Sync with Other Calendars* page, click on *Outlook Office 365*.	**Sync with Other Calendars** Google Calendar iCloud Outlook Office 365 Outlook Exchange Outlook.com 1-way Subscription
Click on the *Connect to Office 365* button.	**Calendar Syncing** Appointments will be instantly added to Office 365. Optionally Step 1: Connect to Office 365 To get started, allow access to your Office 365 account. First y 365 account, creating a Cronofy account and granting access **Connect to Office 365**
Check the *I agree to the Cronofy Terms of Service and Privacy Policy* once you are comfortable with them and click the *Link Office 365 Account* button. Log onto Office 365 on the following page and follow the instructions.	ACUITY SCHEDULING Acuity Scheduling is using Cronofy to securely access your calendar so it can • create calendar events • delete events that this app creates • read events in your calendars Office 365 ☐ **I agree to the Cronofy** Terms of Service **and** Privacy Policy Link Office 365 Account Powered by Cronofy